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TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE PRIORITY  
RUEHTRO/USLO TRIPOLI PRIORITY 5500

UNCLAS SECTION 01 OF 02 STATE 226504

SIPDIS

FOR ALL CABLE DRAFTERS

E.O. 12958: N/A

TAGS: [AMGT](#) [ACOA](#) [AOMS](#) [PINR](#) [KCCP](#) [SIPDIS](#) [GUIDANCE](#)

SUBJECT: GUIDANCE ON THE USE OF NEW SIPRNET DISTRIBUTION  
CAPTION (SIPDIS)

REF: STATE 107000  
STATE 99654

STATE 00226504 001.2 OF 002

1. The Department has established a new distribution caption, SIPDIS (5FAH-2 H-440), to facilitate inter-agency information sharing via post classified homepages on the US Government Secret Internet Protocol Router Network (SIPRNet). At present 180 posts and bureaus have classified homepages on SIPRNet where they publish reporting and analysis, biographic, contact, and background information, as well as links to other resources. Cables with SIPDIS in the caption line can be automatically displayed on these classified homepages. This cable provides guidance on the use of the new caption.

#### 2. WHEN AND HOW TO USE THE SIPDIS CAPTION

- a. SIPDIS should be used on all telegrams that can be made broadly available to the community of secret-cleared users of the SIPRNet. This community encompasses a growing number of U.S. Government agencies, as well as some foreign government users as described in (e) below.
- b. SIPDIS messages may not carry other restrictive captions or caveats, such as NODIS or EXDIS, which explicitly limit distribution within the USG. If a message carries conflicting captions, the more restrictive caption will be controlling.
- c. Posts remain responsible for the protection of Privacy Act (Public Law 93-570) information. Messages containing Privacy Act information may not be marked SIPDIS.
- d. Posts are reminded that telegrams not deemed appropriate for sharing outside the USG need to be marked "NOT RELEASABLE TO FOREIGN NATIONALS" or "NOFORN" as described in 12 FAM 500.
- e. The USG has established joint mechanisms for providing select US military allies limited access to releasable USG intelligence via the "Rel A" network on SIPRNet. State INR production is currently being uploaded to this network. The DoD intends to grant select US military allies broader access to SIPRNet, but also intends to block foreign access to State-managed websites and databases currently on SIPRNet, to include SIPDIS-captioned messages.

#### 3. HOW SIPDIS WORKS

Messages captioned SIPDIS are automatically routed to State Department servers on SIPRNet that provide content to embassy and bureau classified homepages. Your embassy's classified web page administrator can add a portlet to your embassy homepage that will automatically present these messages in a standard display.

4. The current display includes a reverse chronology, subject files based on TAGS, Hot Topic files based on

Terms used by your post, and a full-text search capability. Consistent use of TAGS and Terms is essential to the proper display of messages. Examples of the current standard display can be seen by going to <http://www.state.sgov.gov/rm/irpcip/>. Further guidance for homepage administrators will be provided SEPTEL.

¶5. Even if your post does not yet have a classified embassy homepage you should still begin using the SIPDIS caption immediately whenever appropriate. These cables will be displayed on a simple, centrally managed classified webpage accessible from the State homepage on SIPRNet <http://www.state.sgov.gov/>. Please email the homepage program team at [salomonmx@state.gov](mailto:salomonmx@state.gov) when you begin using SIPDIS if you wish to establish a SIPRNet Embassy webpage. SEPTEL will provide guidance and recommendations to posts on a transition strategy for handling cables they have loaded on their websites using PortalX features.

#### ¶6. RECOMMENDATIONS TO POST

Post should designate an administrator to manage hot topics, upload previously transmitted cables, and update the way messages are filed. Your administrator can find information and assistance on performing these functions by going to <http://www.state.sgov.gov/rm/irpcip/> on the classified network and clicking on the link for Net-Centric Diplomacy, by calling 202.261.8736, or by emailing [SIPDIS\\_HELP@state.sgov.gov](mailto:SIPDIS_HELP@state.sgov.gov).

¶7. To get the full benefits of web access to and publication of SIPDIS messages as well as projecting post perspectives to the broad SIPRNet community, your post should have a classified homepage. Help in launching your classified web page can be found at <http://www.state.sgov.gov/portalxcop/> or by calling 202-663.0254.

¶8. Minimize considered.  
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